

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 5.10	Issue 3	Page 1 of 4
APPROVAL AND FILING OF CERTAIN SURETY BONDS AND PUBLIC LIABILITY INSURANCE POLICIES	Effective Date March 1, 1993		

1. Summary of Contents

- 1.1 Policies/procedures on whether a surety bond and/or an insurance policy is required for certain permits/licenses that must be filed with the City of San Diego.

2. Purpose

- 2.1 To provide for the delegation of authority and the assignment of responsibilities contained in the Municipal Code concerning the approval and filing of certain surety bonds and public liability insurance policies.

3. Scope

- 3.1 This regulation is applicable to the provisions and sections of the Municipal Codes listed below, which provide that surety bonds and/or insurance policies required for certain permits and licenses must be filed with the City of San Diego.

Municipal Code

Provisions

Chapter VI, Article II, Section  
62.0301 et Seq 62.0111

- a. The surety bond required in connection with a permit for public right-of-way shall be approved by the Permit Issuing Authority.

Chapter VIII, Article V,  
Section 85.22

- b. The policy of insurance required in connection with a permit for overload moving shall be provided to the Permit Issuing Authority.

(Supersedes Administrative Regulation 5.10, Issue 2, effective May 1, 1982 and Administrative Regulation 5.20, Issue 1, effective February 10, 1966).

Authorized

(Signed by John W. Witt)

(Signed by Jack McGrory)

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City Attorney

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City Manager

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 5.10	Issue 3	Page 2 of 4
APPROVAL AND FILILNG OF CERTAIN SURETY BONDS AND PUBLIC LIABILITY INSURANCE POLICIES	Effective Date March 1, 1993		

<u>Municipal Code</u>	<u>Provisions</u>
Chapter V, Article III, Sections 53.01.1	c. The policy of insurance required in connection with a license for blasting shall be approved by the City Attorney.
Chapter IX, Article I, Section 91.8506 and 91.8507	d. The surety bond required in connection with a permit for moving of structures must be approved by the Permit Issuing Authority. The actual cost of the work shall be determined by the Building Official.
Chapter IX, Article I, Section 91.8604	e. The surety bond and proof of insurance required in connection with a permit for demolition of structures must be approved by the Building Official.
Chapter III, Article III, Section 33.2713	f. The surety bond required in connection with a police permit for merchandise coupons shall be furnished to the Chief of Police. The form of said bond shall be approved by the City Attorney.
Chapter V, Article VII, Section 57.01.38	g. The surety bond required with a promoter's license shall be filed with the Chief of Police, on a form approved by the City Attorney.
Chapter VI, Article II, Section 62.0203	h. This section refers to public improvement subject to desuetude or damage. Where in the course of development of private property, public improvements are damaged, the owner shall, at no cost to the City, repair or replace such public improvements to the satisfaction of the Permit Issuing Authority.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 5.10	Issue 3	Page 3 of 4
APPROVAL AND FILILNG OF CERTAIN SURETY BONDS AND PUBLIC LIABILITY INSURANCE POLICIES	Effective Date March 1, 1993		

4.     Definitions

- 4.1     Surety Bond - A pledge or formal promise made to secure against loss, damage, or default; guarantee or security.

5.     Responsibility

- 5.1     In most cases, the City Attorney must approve the surety bond and/or insurance policy for the permits/licenses indicated above.

6.     Policy or Procedure

- 6.1     The City Engineer, Building Official and/or the Chief of Police, or their designated representatives, will insure that:
- a.     Dollar amounts of performance bonds and insurance policies (for the cited permits and licenses) conform and are processed in accordance to the applicable sections of the Municipal Code.
  - b.     Companies issuing bonds and insurance policies are authorized to do business in California by the Department of Insurance, State of California. (A list of authorized companies is published annually).
  - c.     No permit or license is renewed unless the bond or insurance policy on file is current.
  - d.     A record of all bonds or insurance policies (current and expired) is maintained for a period of six years.
  - e.     Surety bonds are prepared, where feasible, on approved City forms prescribed by the City Attorney.
  - f.     Surety bonds have been signed by the principal and surety or authorized agent.
  - g.     Certificates of insurance are signed by an authorized agent.
- 6.2     Bonds and insurance policies outside the purview of this regulation, or involved in questionable cases, will be referred to the City Attorney for approval.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 5.10	Issue 3	Page 4 of 4
APPROVAL AND FILILNG OF CERTAIN SURETY BONDS AND PUBLIC LIABILITY INSURANCE POLICIES	Effective Date March 1, 1993		

APPENDIX

Subject Index

Delegation of Authority  
Permit  
License

Administering Departments

Building Inspection  
Engineering and Development  
City Attorney  
Police

Legal References

Municipal Code Section 62.0301 et Seq 62.0111  
Municipal Code Section 85.22  
Municipal Code Section 53.01.1  
Municipal Code Section 91.8506 and 91.8507  
Municipal Code Section 91.8604  
Municipal Code Section 33.2713  
Municipal Code Section 57.01.38  
Municipal Code Section 62.0203